



CITY OF ATLANTA

Job Announcement

BUILDING PERMIT COORDINATOR

STARTING SALARY: \$36,326
Salary Grade: 17

Applications Accepted From: August 8, 2005 until August 19, 2005

Minimum Job Requirements:

Person applying must have a bachelor's degree in civil engineering, construction management or related field; and one year of experience in public contact work involving planning and building permitting operations; or an equivalent combination of education, training and experience.

Duties of the Job:

Coordinates the permit process for all building and technical permits for the City of Atlanta. Reviews and responds to changes in codes, policies, and procedures; solves problems and expedites issuance of permits; provides assistance, support and information in the areas of building permits; develops short term and long range goals as necessary to plan for improvements and respond to changing laws, codes.; reviews building and technical permits, building plans and specifications, plan reviews, permit reports, and other documents to ensure accuracy, to identify problems, to approve, or as otherwise necessary; consults with Inspectors to handle problems with permits, coordinate issuance of building permits, follow-up on permits issued, and perform other duties as necessary.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303.

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, AND HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.
